

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

CONSERVATIONIST,  
CALIFORNIA CONSERVATION CORPS  
Series Specification  
(Established September 7, 1977)

### SCOPE

This series specification describes the Conservationist classes used in the California Conservation Corps.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BZ96	1029	Conservationist I, California Conservation Corps
BZ93	1003	Conservationist II, California Conservation Corps

### DEFINITION OF SERIES

The Conservationist, California Conservation Corps, series describes field positions involved in the project supervision and training functions of the California Conservation Corps. Field areas include the training program, base centers (urban, rural, residential, nonresidential, and fire), base center satellite operations, and various work sites.

Incumbents in the Conservationist, California Conservation Corps, classes perform administrative and technical duties involving the recruitment, supervision, counseling, discipline, training, development, and education of corpsmembers and staff; organize, coordinate, and supervise spike operations, internships, satellites, and special programs; and assist in center program activities.

### FACTORS AFFECTING POSITION ALLOCATION

Level, variety, and complexity of projects supervised; nature and extent of public contact; supervision exercised and received; degree of center administrative functions assigned; area geographic responsibility; and program control and influence on methods and program direction.

### DEFINITION OF LEVELS

#### CONSERVATIONIST I, CALIFORNIA CONSERVATION CORPS

This is the entry, first working, and journey level class. Under direction, incumbents are involved in and responsible for a variety of center activities and projects which include supervising and working with a crew of corpsmembers involved in a range of routine to the most difficult daily work projects. Assignment to this class may include, but is not limited to, the following: grade supervisor, relief

supervisor, residential advisor, or satellite supervisor. Incumbents meet with sponsors on new projects to evaluate the scope of work and determine appropriate methods/techniques to complete the work; facilitate work/learn activities into daily work projects; may cooperate with county probation departments in youth diversion activities; assist new corpsmembers to adjust to and understand center life; teach projects and life skills; direct and counsel corpsmembers; document the status of projects and enter data in the automated project tracking system; prepare written reports; are responsible for the care, maintenance, and security of assigned property; are responsible for the discipline, safety, and work habits of the corpsmembers; conduct and document investigations on corpsmember discipline; track corpsmember discipline; perform substance abuse interventions; track corpsmember participation in programs of recovery from substance abuse; safely move and direct corpsmember crews on disaster relief operations such as wildland fires and floods; lead and supervise corpsmembers on "spike operations"; instruct corpsmembers in the protection, conservation, and restoration of natural resources, facilities maintenance, landscaping, restoration of historic monuments/buildings, and preventive vehicle maintenance; assist in the development of corpsmembers; may supervise satellite programs including the purchase of supplies, tools, and equipment for satellite operations; may market special programs, such as internships and weatherization; responsible for the recruitment of corpsmembers; may coordinate the alcohol and drug program; meet with community-based organizations, and coordinate publicity with local media. Incumbents may supervise an entire center on evenings and weekends.

#### CONSERVATIONIST II, CALIFORNIA CONSERVATION CORPS

This is the Corpsmember Orientation Motivation Education and Training (COMET) or project coordinator level in the series. Under general direction, incumbents coordinate and perform a variety of administrative functions at Corps Center locations; develop, schedule, organize, coordinate, and evaluate the COMET Program and are totally responsible for new corpsmembers involved in the COMET phase; may assist the Corpsmember Development staff in various elements of the delivery of the education program; may direct staff and corpsmembers in disaster relief operations such as wild land fires and floods; organize and support "spike operations" and special programs; instruct staff and corpsmembers in safety practices, craftwork, environmental protection, and other related skills; develop and write project proposals; schedule, organize, coordinate, and evaluate a wide variety of work projects; integrates learning opportunities in work projects by ensuring that each work project has a planned educational component that is related to that work project; purchase tools and equipment for work crews; lead and oversee the work of Conservationist staff assigned to projects; schedule crews and assign to specific projects; may develop marketing tools and assist in marketing reimbursable projects to sponsors; perform quality control project site visits; update sponsors on project status; develop and update project reimbursable data; are responsible for program review, evaluations, and written reports; may serve as second level review in the corpsmember discipline process; may investigate corpsmember discipline; may substitute on a project crew for the Conservationist

I; serve as the Service District Safety Officer; may act in the capacity of the Conservation Supervisor or Conservation Administrator I in his/her absence.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Possession of a valid commercial driver license, Class B, without automatic drive and air brake restrictions and with a Passenger Transport Vehicle special endorsement. (Applicants who do not possess the license will be admitted to the examination, but must acquire and provide evidence of a Class B license with a Passenger Transport Vehicle special endorsement prior to appointment. A Class B license without automatic drive and air brake restrictions must be attained within six months of appointment.)

CONSERVATIONIST I, CALIFORNIA CONSERVATION CORPS

Education: Equivalent to completion of the twelfth grade.

and  
Either I

Experience: One year of experience as a corpsmember in the California Conservation Corps, including at least six months as a Crew Leader or Crew Leader II.

Or II

Experience: One year of experience in organizing, instructing, supervising, and evaluating six or more people, ages 16-25, in an organization requiring specific accomplishments or completion of specific tasks. Such experience must include direct responsibility for the discipline, direction, and welfare of the persons involved. Qualifying experience can be gained through work in the following types of businesses/activities: labor crews in the private or public sector; organized outdoor adventure programs; service-oriented organizations employing young adults (fast food chains, and park and recreation facilities); seasonal labor; or educational programs.

Or III

Experience: Three years of experience as a Special Corpsmember in the California Conservation Corps performing one or more of the following duties: mentoring or counseling corpsmembers during evening hours; or engaging corpsmembers in activities designed to transfer skills; or overseeing corpsmembers in recreational or educational activities.

Or IV

Experience: One year of experience supervising a crew of skilled crafts people involved in crafts/trades work (carpentry, masonry, electrical, general building, landscape installation and maintenance, or comparable skilled work).

Or V

Experience: One year of experience as a licensed general or specialized contractor, including at least six months as a member of a craft/trades crew.

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CONSERVATIONIST II, CALIFORNIA CONSERVATION CORPS

Education: Equivalent to completion of the twelfth grade.

and

Either I

Experience: Two years of experience in the California state service performing the duties of a Conservationist I, California Conservation Corps, Range B, or Conservationist I (Energy), California Conservation Corps.

Or II

Experience: Two years of experience as a skilled craftsman on a crew involved in crafts/trades work (carpentry, masonry, electrical, general building, landscape installation and maintenance, or comparable skilled work), one year of which must include organizing, instructing, supervising, and evaluating six or more people. Such experience must include direct responsibility for the discipline, direction, and welfare of the persons involved.

Or III

Experience: Two years of experience as a licensed general or specialized contractor, including at least six months as a member of a crafts/trades crew.

KNOWLEDGE AND ABILITIES

CONSERVATIONIST I, CALIFORNIA CONSERVATION CORPS

Knowledge of: Wide range of the trades including basic carpentry, painting, plumbing, masonry, roofing, landscape gardening, fence and trail building, tree falling, fish habitat restoration, fire and flood fighting, and camp support; use and maintenance of hand tools; basic principles of safety, first aid and CPR, personnel supervision, organization of work activity, methods of group instruction and training, techniques used in teaching and counseling youth, and problem solving; recreational and social activities appropriate for youth from diverse cultural and economic backgrounds; effective communication skills; basic principles of conservation and natural resources; conservation techniques; leadership development.

Ability to: Work independently; explain and demonstrate safe work methods and practices; demonstrate skill in teaching young adults, including coaching them in communications skills and in motivating and inspiring them to establish and achieve personal goals; effectively organize and direct a work crew; hike difficult terrain; establish and maintain effective working relationships with governmental agencies, private sector organizations, and with corpsmembers; participate with enthusiasm in a program with young adults in intense daily living relationships; resolve conflicts; evaluate corpsmembers; keep records and prepare written reports; analyze situations and take effective action; deal effectively with constructive criticism; conduct inspections of public service conservation work projects; communicate effectively; recognize alcohol and drug issues and counsel young adults at risk including substance abuse prevention; supervise and coordinate volunteers, internship programs, and/or satellite

operations; effectively balance the goals of corpsmember training and development with reimbursement project development and completion.

CONSERVATIONIST II, CALIFORNIA CONSERVATION CORPS

Knowledge of: All of the above, and basic principles of fiscal and personnel management; principles and techniques of project development, organization and evaluation, scheduling crews, and costing of time and materials.

Ability to: All of the above, and effectively assist in marketing California Conservation Corps programs to current and potential sponsors.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to work for extended periods occasionally in primitive facilities, and sometimes isolated from communities; willingness to work odd and irregular hours; demonstrated aptitude for, and willingness to teach and work with young people in regard to their personal and social development; willingness to do manual labor, including landscaping, gardening, trail construction, emergency response work, carpentry, and other physically demanding activities; willingness to set an example for young people by attitude, ability, knowledge, attention to detail, and pride of work.

ADDITIONAL DESIRABLE QUALIFICATIONS

Knowledge of chainsaw operation; roofing; methods of group work; gang awareness; teaching and counseling techniques; familiarity with education programs; basic guidelines and standards for conducting effective group meetings; substance abuse intervention techniques; and basic plan and wildlife ecology.

<u>CLASS HISTORY</u>			
<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Conservationist I, California Conservation Corps	1/30/80	5/7/91	--
Conservationist II, California Conservation Corps	9/7/77	5/7/91	--